

APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303



A good mind. A good heart. A strong fire.

OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

APPLY ONLINE AT:
<http://oneida-nsn.gov>

Phone: (920) 496-7900
Fax: (920) 496-7490
Job Line: 1-800-236-7050

JOB DESCRIPTION

FIRST POSTING OPEN TO ONEIDA ENROLLED TRIBAL MEMBERS ONLY

POSITION TITLE: Psychiatric Nurse Practitioner
POSITION NUMBER: 02555
DEPARTMENT: Behavioral Health
LOCATION: 2640 West Point
DIVISION: Comprehensive Health
RESPONSIBLE TO: Behavioral Health Director
SALARY: E09 \$80,386/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
CLASSIFICATION: Exempt
POSTING DATE: May 23, 2017
CLOSING DATE: June 1, 2017
Transfer Deadline: June 1, 2017
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Provide Psychiatric services including psychiatric evaluations; prescribe psychiatric medications, treatment recommendations, and on-going medication management. This position will provide clinical supervision to our Psychiatric RN's. This position will work with children, adolescent and adult age groups and with a multitude of different Mental Health diagnosis ranging from the chronically mentally ill, to the client experiencing situational distress to individuals with substance abuse and/or co-occurring issues. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Supervise, assign duties to, and coordinate the activities of staff to include evaluations, scheduling, disciplinary actions, hiring, training, orientation, coaching, and employee motivation.
2. Provide direct patient care to children, adolescents, and young adults, including individual psychiatric evaluations to include a complete written report of his findings from the evaluation within a timely manner to assure safe and efficient quality care.
3. Prescribe pharmaceuticals, other medications, and treatment regimens as appropriate to assessed Psychiatric conditions.
4. Function independently within the established protocols, under the professional medical supervision of a local psychiatrist licensed to practice in the State of Wisconsin.
5. Secure a health and developmental history from patient or parents; record findings and formulate critical evaluations.
6. Differentiate between normal and abnormal findings to recognize early stages of serious physical, emotional or mental problems.
7. Provide consultative services to the mental health, alcohol, tobacco and other drug abuse counselors in accordance with DHS 75 and DHS 35 of the Wisconsin Administrative Codes.
8. Provide direct psychological nursing care in the presence of illness or disability in order to maintain life, provide comfort, reduce stress and enhance coping abilities.
9. Assist supervisor and designated team in assuring the quality and continuity of Behavioral Health Service to include referrals and contract care areas.
10. Assist supervisor in developing, updating protocols, policies and procedures as needed/requested.
11. Refer patients to other specialists and to relevant patient care components as appropriate.
12. Order test for lab and ancillary services to determine cause of patient condition. Develops treatment plan for condition.
13. May train and supervise medical students and residents engaged in specialty activities and procedures, as appropriate.

DUTIES AND RESPONSIBILITIES: (Cont.)

14. Follow established departmental policies, procedures, and objectives, continuous quality improvement objectives, and safety, environmental, and/or infection control standards.
15. Participate in specified health promotion, education and/or prevention programs.
16. Provide treatment plans; write appropriate orders, including those for narcotics, stimulants, and depressant drugs.
17. Obtain patient histories and develop patient care charts, ensuring completeness and accuracy.
18. Provides health education to patients and families.
19. Provide direct psychological medical care in the presence of illness or disability in order to maintain life, provide comfort, reduce stress and enhance coping abilities.
20. Enhance professional growth and development through participation in educational programs, current literature, in-service meetings, and workshops.
21. May perform clinical research related to specific operations.
22. Contribute to a team effort and accomplishes related results as required.
23. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
24. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
25. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently sit/stand/walk; reach with hands and arms; and talk, hear.
2. Occasionally stand, stoop, kneel, crouch, or crawl; lift and/or move up to fifty (50) pounds.
3. Work environment is generally performed in a clinic setting with moderate exposure to physical risk or injuries due to potential for combative behavior by patients and exposure to second-hand smoke. Work environment is NOT smoke free.
4. Evening and/or weekend work and extended hours or irregular shifts may be required.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter.

STANDARD QUALIFICATIONS:

1. Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
2. Knowledge of legal and ethical standards for the delivery of medical care.
3. Knowledge of community medical diagnostic and patient care services in area of medical expertise.
4. Knowledge of the theory, principles, and practices of clinical, developmental and counseling psychology utilized in assessment and treatment is required.
5. Knowledge of current principles, methods and procedures for the delivery of medical evaluation, diagnosis and treatment in area of expertise.
6. Knowledge of the application of principles to the diagnosis and treatment of clients is required.
7. Must be dependable, possess initiative, be self-motivated, and capable of working independently with minimal supervision.
8. Knowledge of related DHS 35 and DHS 75 requirements.
9. Knowledge of relevant drugs and non-pharmaceutical patient care aids and ability to prescribe dosages and instruct patients in correct usage.
10. Knowledge of current and emerging trends in technologies, techniques, issues, and approaches in area of expertise.
11. Knowledge of subspecialty principles and practices.
12. Knowledge of CPR and emergency medical procedures.
13. Knowledge of clinical operations and procedures.
14. Knowledge of health education theory and practice.
15. Skill in preparing and maintaining patient records.
16. Skill in operating business computers and electronic medical records, office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
17. Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
18. Ability to observe, assess, and record symptoms, reactions, and progress.
19. Ability to maintain quality, safety, and/or infection control standards.
20. Ability to perform medical examinations using standard medical procedures.
21. Ability to supervise, advise, and train clinical professionals and/or students in area of expertise.

STANDARD QUALIFICATIONS: (Cont.)

22. Ability to develop and present educational programs and/or workshops.
23. Ability to react calmly and effectively in emergency situations.
24. Ability to maintain quality, safety, and/or infection control standards.
25. Ability to educate patients and/or families as to the nature of disease and to provide instruction on proper care and treatment.
26. Ability to make administrative and procedural decisions.
27. Ability to communicate effectively in the English language, both verbally and in writing.
28. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with vendors and co-workers at all levels.
29. Ability to maintain confidentiality.
30. Ability to foster a cooperative work environment.
31. Ability to work both independently and in a team environment.
32. Ability to exercise sound judgment in decision making.
33. Ability to provide a strong customer service orientation.
34. Ability to demonstrate excellence and continually seek improvement in results.
35. Ability and willingness to obtain and maintain CPR certification.
36. Ability to obtain Oneida Certification on reporting Child Abuse and Neglect within ninety (90) days.
37. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
38. Must complete Health Insurance Portability and Accountability Act (HIPAA) training prior to employment. **(Training will be administered by the Human Resource Department.)**
39. Must be willing and able to obtain additional education and training.
40. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
41. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
42. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Nation Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Master's degree; Wisconsin's Certified Advanced Practice Nurse Practitioner License; Registered Nurse License in Wisconsin; DEA certifications; National certification ANCC, PALS, and ACLS; Must be credentialed; Certification as a Nurse Practitioner.
2. One (1) year of supervisory experience.
3. Must complete a pre-employment personnel test prior to interview.
4. Must complete a pre-employment case study prior to interview.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**